



**Policy:** 1120  
**Procedure:** 1120.05  
**Chapter:** Confidentiality  
**Rule:** Confidentiality of Juvenile  
Electronic Record

**Effective:** 03/13/08  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) establishes procedures to ensure that the handling of the juvenile electronic record is consistent with applicable statutes, regulations, and professional practice. ADJC personnel shall have information in order to provide for the safety, care, and treatment of juveniles and families in order to ensure that their efforts are effective and efficient. Juveniles and families have a right to privacy and confidentiality that should not be compromised. That confidentiality shall assist in providing efficient program administration and service provisions.

### **Rules:**

1. **ADJC AND RECORDS PERSONNEL** shall maintain confidentiality of electronic juvenile information in accordance with Procedure 1120.04 Juvenile Record Confidentiality.
2. **ADJC PERSONNEL** shall only have access to electronic juvenile information based on his/her individual need-to-know. This access shall be controlled by the division areas and can be overridden by the division if it is deemed necessary to provide efficient programming.
  - a. **A PERSON WHO IS AUTHORIZED TO ACCESS RECORDS** shall:
    - i. Maintain the confidentiality of the records; and
    - ii. Not disclose the information in the records to anyone other than those that have a need-to-know for that juvenile.
  - b. **ADJC MANAGEMENT INFORMATION SYSTEMS (MIS) PERSONNEL** shall have access to all sections of Windows Youthbase.
3. The following divisions and employees shall control the access to electronic files:
  - a. **EMPLOYEES WHO ARE ASSIGNED BY EACH DIVISION** shall control access to "List Maintenance" items;
  - b. **ADJC SUPERINTENDENTS OR DESIGNEE** shall control access to "Youth Information" and other items in the "Youth Banking" section;
  - c. The **CLASSIFICATION ADMINISTRATOR** shall control access to "Youth Information" section including the "Scheduler" items that do not deal with Due Process hearings;
  - d. The **SUPERINTENDENT OF EDUCATION AND SCHOOL PRINCIPALS OR DESIGNEES** shall control access to all the items in the "Education" section;
  - e. The **MEDICAL DIRECTOR, QUALIFIED HEALTH CARE PROFESSIONALS, OR THE CLINICAL SERVICES ADMINISTRATOR** shall control access to all items in the "Health" section;
  - f. The **ASSISTANT DIRECTOR OF SUPPORT SERVICES OR DESIGNEE** shall control access to "Youth Banking" items;
  - g. The **COMMUNITY CORRECTIONS ADMINISTRATOR** shall control access to "Youth Information" and all other items in this section;
  - h. **EMPLOYEES WHO ARE ASSIGNED BY EACH DIVISION** shall control access to "Reports" section;
  - i. The **CENTRAL OFFICE RECORDS MANAGEMENT SUPERVISOR** shall control access to "Minute Entry and Monetary Tracking" items;
  - j. The **INSPECTIONS AND INVESTIGATIONS ADMINISTRATOR OR DESIGNEE** shall control access to "Incident Reporting" and files;

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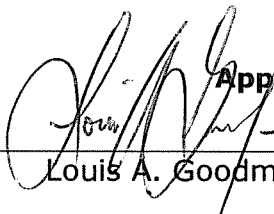
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- k. The **YOUTH RIGHTS OMBUDS ADMINISTRATOR** shall control access to "Juvenile Grievance" items;
  - l. The **DUE PROCESS PROCEEDINGS ADMINISTRATOR** shall control access items of the Youthbase "Scheduler" that deal with Due Process hearings;
  - m. The **RESTORATIVE JUSTICE ADMINISTRATOR** shall control access to "Victim" information items.
4. **ADJC AND RECORDS PERSONNEL** shall maintain and destroy juvenile electronic record information obtained from emails and Microsoft programs such as: Word, Excel, and Access in accordance with the approved General Records Retention Schedule for All State Agencies.
5. **ADJC** shall administer email access and confidentiality in accordance with Procedure 2205.06 Use of Email and Instant Messaging.

**Signature Date**

3/10/08

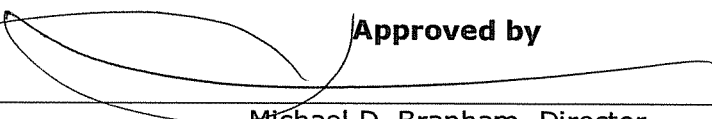
**Approved by Process Owner**

  
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Louis A. Goodman, Esq., Assistant Director of Legal  
Systems Division

**Effective Date**

3/13/08

**Approved by**

  
\_\_\_\_\_  
Michael D. Branham, Director